

Tasking Memorandum No. 99-203

Memorandum For:DCMDs and DCMC Atlanta, San Diego and Israel

Subject: Year 2000 Business Continuity and Contingency Plan (BCCP) Test Support

Date: May 28, 1999

Suspense Date: June 30, 1999

Target Audience: District Commanders, Commanders of DCMC Atlanta, San Diego and Israel

Requirements(s):

- The Assistant Secretary of Defense, Command, Control, Communications and Intelligence, Y2K Office has provided strategic guidance for all information technology (IT) software and systems in DoD that face Year 2000 (Y2K) problems. In response, Defense Contract Management Command developed a BCCP to assure business operations in the event of Y2K computer problem(s). A test has been mandated by DoD to ensure Defense Agencies and Military Services conduct proofs-of-concept of their respective Y2K BCCPs. Contingency procedures for DCMC will be tested during the period 14-18 Jun 99 to evaluate the ability of DCMC Contract Administration Offices (CAOs) to continue business operations absent the availability of automated information systems and to assess the effectiveness of IT remediation efforts in support of DCMC CAO operations. The tests are planned for sites, selected by the districts, as follows: DCMC Atlanta, DCMC San Diego and DCMC Israel. This test will serve as a dress rehearsal for the JCS Y2K Positive Force sustainment exercise in August.
- Functions to be tested during the period are as follows:
 - 1) Computer Emergency Response Team (CERT), AIS Tiger Teams and the Customer Response Center (CRC) functions,
 - 2) CAO operations with and without IT infrastructure,
 - 3) facility contingency for operations affected by Y2K devices,
 - 4) CAO IT Contingency Plans, and
 - 5) ability to sustain the warfighter during the occurrence of Y2K Trigger Dates.
- At the BCCP Test Plan Workshop of 19-20 May 99, the plans and procedures for conducting the BCCP Test were discussed among the participants from the Districts and CAOs and each participant was assigned his/her respective responsibility. Team composition for the Business Continuity Teams (BCT) are described below:

ATLANTA BCT TEAM

Jansen, Theresa (Terry)	Contract Specialist, BCT Team Lead
Chatman, Michael	FASST Alternate
LaPrad, Jack	Business Specialist
Cumberland, Dennis	Computer Specialist

DISTRICT EAST BCT TEAM

O'Connell, Barbara	Contract Specialist, BCT Team Lead
Des Marais, Carolyn	Programmer, Facilities, Contingency Planner
Senecal, Ronald	Facilities
Benedict, Ginny	Computer Specialist
Elie, Paul	Y2K Manager
Pepin, Dave	Production Specialist
Sinur, Fred	Lead, Cleveland FASST

DISTRICT WEST BCT TEAM

Abrego, Mary	Contracts Specialist, BCT Team Lead
Ray, Allen D.	Y2K Manager, Telecommunications Specialist
Bennett, Sandi	Contingency Planner
Patterson, Joanne	Contingency Planner
Pepper, Sue	FASST Member, Procurement Analyst
Foreman, Kevin	QA Specialist

ISRAEL BCT TEAM

Quanbeck, Glenn Capt.	Contracts Specialist, BCT Team Lead
Ferguson, Jon	QA Specialist (Software)
Rom, Orna	Computer/ADP Support

SAN DIEGO BCT TEAM

Ekwall, Bengt	Contract Administration, BCT Team Lead
Castro, Alfredo	Computer Specialist
Tapia, Gabriel	ADP Specialist
Fox, Dennis	Computer Specialist
Hunter, Jack	QA Specialist

DISTRICT INTERNATIONAL BCT TEAM

Hammaker-Baez, Charlene	Contracts Specialist, BCT Team Lead
Davis, Bud	Y2K Manager
Evans, Kenneth	Contingency Planner
Young, Mark	Quality Assurance Specialist

- Participation in the site tests 14-18 Jun 99 is required. Notice of the start of the test exercise will be by message and/or facsimile transmission on 14 Jun 99. Those

supporting the tests should include test team members attending the BCCP Workshop described above.

- The PLAS Code for the BCT Team members supporting this test is 212.
- During the BCCP Test Planning Workshop on 26-27 May 99 District contingency planners, contracts specialists and technical support representative participated in the development of the test scenarios, test timeline and test assessment sheets. The individuals listed below will act as respective District Test Directors:

Mark Young	Quality Assurance Specialist	DCMDI
Charlene Hammaker-Baez	Contract Specialist	DCMDI
Ken Evans	Contingency Planner	DCMDI
Mary Abrego	Contract Specialist	DCMDW
Sandi Bennett	Contingency Planner	DCMDW
Joanne Patterson	Contingency Planner	DCMDW
Carolyn Des Marais	Contingency Planner	DCMDE
Barbara O'Connell	Contract Specialist	DCMDE

- A Test Readiness Review (TRR) will be conducted by conference call between the Districts and DCMC HQ at 1300 hours EST on 9 Jun 99. The objective of the TRR is to ascertain if the CAOs are prepared to conduct the test.
- BCCP test after action reports (AAR) and completed assessment sheets are to be forwarded to the point of contact below by 23 Jun 99.

Point of Contact for Further Information:

Mr. Howard Bishop, DCMC-AB, (703)767-2456 or DSN 427-2456,
howard.bishop@hq.dla.mil.

Signature:



TIMOTHY P. MALISHENKO, Major General, USAF
Commander